

**PLANNING BOARD  
MARCH 17, 2011  
MINUTES**

Chairman Capes called the meeting to order at 7:30 PM.

Members present: Capes, Barringer, Burke, Giger, Parent, Perkins, and Wilson

**COMPREHENSIVE MASTER PLAN UPDATE**

The Board met with Angela Insinger of Community Opportunities Group to discuss the Comprehensive Master Plan. The discussion focused on comments on the working papers from the Advisory Groups. Ms. Insinger said the relationship to sustainability will be included in each element along with recommendations.

Member Wilson suggested using "Sustainability Policies" because the word policy is active and not as passive as "relationships." Member Burke said he preferred "relationship to sustainability." Chairman Capes agreed that it would create confusion if policies on sustainability are followed by other recommendations.

Member Barringer said perhaps there should be a separate section on sustainability. Member Parent said then sustainability would not be overarching throughout the elements. Member Burke said the Board decided early on not to have a separate section on sustainability should not change course now. The Board agreed.

Ms. Insinger said they would include Sustainability Principles in the introduction and address sustainability in each element.

Chairman Capes asked when the first draft would be ready for review. Ms. Insinger said the draft should be available by the end of March. The comment period will be 45 days – to the middle of May. COG will finalize the plan by June 30 and begin work on the Implementation Plan after July 1.

Member Burke asked about public participation during the implementation phase. Ms. Insinger described the process outlined in the scope of services including preparation of a matrix showing goals and assigning responsibilities for action. The implementation plan is a very important part of the plan and is a separate element.

The Board discussed how it would review comments on the draft plan. Copies of the draft will be available in the Town Hall, the Public Library and Senior Center. The draft will be available on the Town's website.

Meeting adjourned at 9:00 PM

Respectfully submitted,

Michelle Collette  
Land Use Director/Town Planner